

Retention and Classification Report

Agency: Cache County (Utah). County Sheriff (132)

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Records Officer Cami Miller

26717	Felony investigation case files
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AGENCY: Cache County (Utah). County Sheriff

SERIES: 26717

3

TITLE: Felony investigation case files

DATES: 2001-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These case files are created as a result of a felony complaint or investigation by the sheriff's department. They are the central case files for felony cases handled by the agency. These files may include the investigative reports, fingerprint cards, original arrest reports, supplemental reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officer's notes, pertinent laboratory tests, copies of booking sheets and arrest reports.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 1.

AUTHORIZED: 05/18/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after case has been received by Central Records and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy provided no pending litigation.

AGENCY: Cache County (Utah). County Sheriff

SERIES: 26717

TITLE: Felony investigation case files

(continued)

APPRAISAL:

Administrative Legal

AGENCY: Cache County (Utah). County Sheriff

SERIES: 20921

3

TITLE: Inmate booking records

DATES: ca. 1942-

ARRANGEMENT: Alphabetical by inmate's surname

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These case files document the incarceration of prisoners in the Cache County Jail. They are on-going files containing documentation on all imprisonments in the Cache County Jail. While each inmate is assigned a permanent name number, a new booking number is assigned for each arrest. The case files include the arresting officer's information sheet, ORR (own recognizance report), notice of denied/held mail, inmate cash account receipts, court action reports, medical requests, release and hold harmless forms, Beaver River Mental health notes bail receipts, property take and issue records, state computer booking checklists, and jail log notes.

RETENTION:

Retain 3 years after last incarceration.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 16, Item 32.

AUTHORIZED: 11/23/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after last incarceration and then transfer to State Records Center. Retain in State Records Center for 18 years and then transfer to State Archives with authority to weed.

AGENCY: Cache County (Utah). County Sheriff

SERIES: 20921

TITLE: Inmate booking records

(continued)

APPRAISAL:

Administrative Historical Legal

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. mental health evaluations and notes

Protected. jail logs, disciplinary logs, investigative materials

AGENCY: Cache County (Utah). County Sheriff

SERIES: 23810

3

TITLE: Inmate case files

DATES: ca. 1980-

ARRANGEMENT: Numerical by inmate's surname

ANNUAL ACCUMULATION: 100.00 cubic feet.

DESCRIPTION:

These case files document the incarceration of prisoners in the Cache County jail. They are on-going files containing documentation on all imprisonments in the Cache County jail. While each inmate is assigned a permanent name number, a new booking number is assigned for each arrest. The case files include the arresting officer's information sheet, ORR (Own recognizance report) form, notice of denial or held mail, inmate cash account receipts, court action reports, medical requests, release and hold harmless forms, Bear River Mental Health notes, and bail receipts.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy provided No further imprisonments.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 1.

AUTHORIZED: 05/18/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after last incarceration and then destroy provided no further imprisonment.

AGENCY: Cache County (Utah). County Sheriff

SERIES: 23810

TITLE: Inmate case files

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled.	Bear River Mental notes/evaluations
Protected.	jail logs, disciplinary logs, investigative materials

AGENCY: Cache County (Utah). County Sheriff

SERIES: 23811

3

TITLE: Medication dispensing lists

DATES: 1996-

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION: 5.50 cubic feet.

DESCRIPTION:

These lists are used to document medications given to inmates. The inmate is required to initial the form documenting the administration of the medication. The lists also document any inmate's refusal of the medications. The lists include name of inmate, date and time, housing unit, types and quantities of medications issued, and inmate's initials.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative Legal

This disposition is based on the provisions of UCA 78-14-4 (2000) which states "No malpractice action brought against a health care provider may be brought unless it is commenced within two years

AGENCY: Cache County (Utah). County Sheriff

SERIES: 23811

TITLE: Medication dispensing lists

(continued)

after the plaintiff or patient discovers, or through the use of reasonable diligence should have discovered the injury, whichever first occurs, but not to exceed four years after the date of the alleged act."

PRIMARY CLASSIFICATION:

Private

AGENCY: Cache County (Utah). County Sheriff

SERIES: 26718

1

TITLE: Misdemeanor case files

DATES: 2001-

ARRANGEMENT: Numerical by case file number

ANNUAL ACCUMULATION:

DESCRIPTION:

These case files are created as a result of misdemeanor complaints and investigations by the sheriff's department. They are the central case files for all cases handled by the agency. These files may include the investigative reports, fingerprint cards, original arrest reports, supplemental reports, warrant copies, photographs, correspondence, court orders, court dispositions, pertinent laboratory tests, copies of booking sheets and arrest reports.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after case has been received by Central Records and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy provided no pending litigation.

APPRAISAL:

Administrative Legal

AGENCY: Cache County (Utah). County Sheriff

SERIES: 24532

3

TITLE: Publications

DATES: 2001-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Records created by the agency, including pamphlets, reports, and other published or processed documents. These records include information on courts, crime, jail facilities, emergency management, and other issues addressed by the Cache County Sheriff's Office. Consists primarily of isolated publications not part of a more specific series.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 22.

AUTHORIZED: 12/31/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Publications document the history of an agency and serve to inform the public of the agency's services and programs.

PRIMARY CLASSIFICATION:

Public